SUPPLEMENTAL QUALIFICATIONS STATEMENT

LIST OF COLLEGE COURSES AND CERTIFICATE OF SCHOLASTIC ACHIEVEMENT

1. Name (*Last, First, M.I.*)	2. Birth Date *(Month, Day, Year)*	3. Social Security Number

4. Position for which you are applying *(Include options, if any)*

5. List the undergraduate and/or graduate college degrees you have received or expect to receive *(Give name of degree, name of the college or university granting degree, and the date received or to be received)*

6. State your major undergraduate course(s) of study	6a. State your major graduate course(s) of study

PART I - COLLEGE COURSES

List below by appropriate acedemic field (e.g., biology, mechanical engineering, economics, sociology, etc.) all courses you have taken (including those failed) which appear to satisfy the qualification requirements of positions for which you are applying. List graduate and undergraduate courses seperately. Credits for each category should be totaled to determine if you meet the minimum course requirements.

Indicate academic field:

DESCRIPTIVE TITLE	COMPLETION DATE	GRADE	CREDIT HOURS		
			SEM.	QTR.	CLASS ROOM
TOTAL					

Indicate academic field:

DESCRIPTIVE TITLE	COMPLETION DATE	GRADE	CREDIT HOURS		
			SEM.	QTR.	CLASS ROOM
TOTAL					

U.S. Office of Personnel Mannagement   **OPM Form 1170/17 (Rev. 1/92)**

Indicate academic field:

DESCRIPTIVE TITLE	COMPLETION DATE	GRADE	CREDIT HOURS		
			SEM.	QTR.	CLASS ROOM
TOTAL					

Indicate academic field:

DESCRIPTIVE TITLE	COMPLETION DATE	GRADE	CREDIT HOURS		
			SEM.	QTR.	CLASS ROOM
TOTAL					

MISCELLANEOUS COURSES

DESCRIPTIVE TITLE	COMPLETION DATE	GRADE	CREDIT HOURS			DESCRIPTIVE TITLE	COMPLETION DATE	GRADE	CREDIT HOURS		
			SEM.	QTR.	CLASS ROOM				SEM.	QTR.	CLASS ROOM
TOTAL						**TOTAL**					

PART II - PRIVACY ACT STATEMENT

The Office of Personnel Management is authorized by section 1302 of Chapter 13 (Special Authority) and section 3301 and 3304 of Chapter 33 (Examination, Certification and Appointment of Title 5 of the U.S. Code to collect the information on this form.

Executive Order 9397 (Numbering Systems for Federal Accounts Relating to Individual Persons) authorizes the collection of your Social Security Number (SSN). Your SSN is used to identify this form with your basic application. It may be used for the same purposes as stated on the application.

The information you provide will be used primarily to determine your qualifications for Federal Employment. Other possible uses or disclosures of the information are:
1. To make requests for information about you from any source; (e.g., former employers or schools), that would assist an agency in determining whether to hire you;
2. To refer your application to prospective Federal employers and, with your consent, to others (e.g., Satae and local governments) for possible employment;
3. To a Federal, State, or local agency for checking on violations of law or other lawful purposes in connection with hiring or retaining you on the job, or issuing you a security clearance;
4. To the courts when the Government is party to a suit; and
5. When lawfully required by Congress, the Office of Management and Budget, or the General Services Administration

Providing the information requested on this form, including your SSN, is voluntary. However, failure to do so may result in your not recieving an accurate rating, which may hinder your chances for obtaining Federal Employment.

PUBLIC BURDEN INFORMATION

Public burden reporting for this collection of information is estimated to take approximately 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the dtaat needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Reports and Forms Management Officer, U.S. Office of Personnel Management, 1900 E Street, NW, Room CHP 500 Washington, DC 20415; and to the Office of Management and Budget, Paperwork Reduction Project (3206-0038), Washington, DC 20503.

ATTENTION - THIS FORM MUST BE SIGNED

Read the following paragraph carefully befor signing this Statement

A false answer to any question in this Statement may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or inprisonment (U.S. Code, Title 18, Sec. 1001). All statements are subject to investigation, including a check of your fingerprints, police records and former employers. All the information you give will be considered in reviewing your Statement and its subject to investigation

CERTIFICATION	Signature *(Sign in ink)*	Date Signed:
I CERTIFY that all of the statements in this Statement are true, complete, and correct to the best of my knowledge.		

NOTE: This part is for the use of college students and graduates who may qualify for some GS-7 positions on the basis of undergraduate scholastic achievement, as provided in an open job announcement. *See the appropriate job announcement for complete requirements.* Proof of scholastic achievement undr one of these provisions should not be submitted with your application, but will be required by the hiring agency at the time of appointment. If you do not wish to qualify on this basis or if you do not meet the scholastic requirements for the position, do not complete this part. In any case, YOU MUST SIGN YOUR NAME AFTER THE CERTIFICATION STATEMENT AT THE BOTTOM OF PAGE 3.

A. COLLEGE OR CLASS STANDING. Must be in upper third of your graduating class in the college or university, or major subdivision such as School of Engineering, School of Business Administration, etc.

NUMBER IN CLASS _____ YOUR STANDING _____

Proof of this class standing should be in the form of a statement in writing from the institution's registrar, the dean of your course of study, or other appropriate official. This statement of class standing must be based on a suitable measure of your acedemic performance, such as results of a comprehensive examination or an overall faculty assessment, and must indicate the basis of judgement. Class standing must be based on your standing in your college or university or the first major subdivision (e.g., School of Business Administration, the College of Arts and Sciences, etc.). Subdivisions below this level, i.e., a single acedemic department within a large university, such as the English Department or the Accounting Department, are not recognized as major subdivisions for this purpose.

B. COLLEGE GRADE-POINT AVERAGE. Your grade-point average (GPA) should be recorded in the manner that it is most beneficial to you, using one of the methods below. Your grade-point average must be expressesd in terms of a value on a 4.0 scale based on 4 years, the last 2 years, or courses completed in the major field of study.* if computing your GPA, indicate the method used and period covered by checking the appropriate boxes in item 2 *and* in item 3 below, and compute your average in thhe space provided below on this page.

1   GPA As Recorded on Final Transcript _____ (Transcript must cover *at least* thhe last 2 years)

2   (Check One) [ ] Average of Undergrad. Courses   Average in major field of study [ ]

3   (Check One) [ ] At time of filing * [ ] All Four Years   [ ] Last Two Years

* You may be rated provisionally eligible if you are a senior student, provided you have the required average in the junior year. You will be required to submit evidence at the time of appointment that you maintained the required average during the senior year.

In computing your grade-point average, round to the first decimal place, (e.g., 2.95 = 3.0, 2.94 = 2.9, 3.45 = 3.5, etc.). If your college uses a different system, explain below, or on an attachment, how it compares with the grade-piont average on a 4.0 scale.

If more than 10 percent of your courses were graded on a pass/fail or similar system rather than on a traditional grading system, you can usually claim credit under the scholastic achievement provision based only on class standing or membership in a national honor society. The exception is if you can document that only your freshman-year courses (25 percent or less of your total credit) were credited on a pass/fail or similar system.

No. of Semester or Quarter Hours at 4.0 ("A") _____ X 4 = _____

No. of Semester or Quarter Hours at 3.0 ("B") _____ X 3 = _____

No. of Semester or Quarter Hours at 2.0 ("C") _____ X 2 = _____

No. of Semester or Quarter Hours at 1.0 ("D") _____ X 1 = _____

No. of Semester or Quarter Hours at 0.0 ("F") _____ X 0 = _____

TOTAL (1) _____   **TOTAL (2)** _____

Computed Grade-Point Average _____
Total (2) diveded by Total (1)

C. HONOR SOCIETY MEMBERSHIP. Must be one of the national scholastic honor societies meeting the minimum requirements of the Association of College Honor Societies (other than freshman scholarship honor societies).

Name of honor society and date you were elected to membership _____